

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING TUESDAY, NOVEMBER 12, 2013

PRESENT: Len Giambra, Maryann Casciano, Michelle Guertin, Bobbie Ziegra, Jackie Hemond, Sharon Sanders

ABSENT: Brenda Holmwood

GUESTS: Kelly Catalfamo

CALL TO ORDER by Len at 6:25 PM

ADDITIONS TO AGENDA: None

PUBLIC COMMENTS: Kelly introduced herself as a staff writer for The Day newspaper who will be covering news from Salem.

GENERAL PROCEEDINGS

- **Minutes of the 10/8/2013 meeting** were reviewed and approved with corrections. The motion was made by Bobbie and seconded by Sharon. Michelle abstained and Len, Maryann, Bobbie and Sharon voted to approve. M/C 4-0.
- **Financial report** dated 11/12/2013 was reviewed by Michelle and approved by the board. The motion was made by Maryann and seconded by Sharon. M/C 5-0.
- For **correspondence**, Jackie was notified that the annual report to the town was due 12/1.
- **Librarian's Report** was provided by Jackie. The librarian discussed information she has prepared for the 2012-2013 Connecticut Public Library Report comparing the current year with previous year. The Salem report to the state is due 11/15. The monthly statistics report for October was deferred until next meeting. Reviewed was the Town General Fund in terms of Library Budget versus Actual (7/1 through 11/12/2013) and Salary 2013-2014 Budget versus Actual (7/2013 through 6/2014). The annual canned goods for library fines will be held 12/2-12/7 in which 1 canned good = \$1 or less in fine.
- Maryann reported that the net gain from the **Friends of the Library** 2013 used book sale was about the same as 2012—minus income for books picked up for salvage at the end of the sale. This year a new company is being used that picks up books without charge, but does not pay for the materials as in the past.

**MEETING OF SALEM LIBRARY BOARD of DIRECTORS
NOVEMBER 12, 2013, page 2**

OLD BUSINESS

- Jackie discussed the **status of library computers** per a report prepared by Pat Aldrich, who was unable to make the meeting. As of 4/2014 we will have 10 computers for patrons (i.e., 2 using Windows- 8 operating system and 8 with Windows-7). Pat judged the 10 computers as an inadequate number for patron use. We have purchased 4 new Windows-7 computers (3 for patrons and 1 for staff) and on the way are 2 Windows-8 computers also for patrons in the 2013-2014 budget year.

Microsoft will discontinue support for Windows XP in 4/2014. Unfortunately a large number of our computers use MS-XP. Pat plans to upgrade 3 patron XP computers to Windows-7 and the others are NOT updatable or otherwise problem computers. Staff will have 4 Windows-7 computers and 1 XP laptop, but it is not clear if the laptop can be updated.

- The **Library Survey** cutoff date for data collection is yet to be determined. Michelle has agreed to explore another avenue for notifying the public about the survey.
- Discussion of possible purchase of the **people counter by the Lions** was deferred until next meeting.
- **Orientation of new board members** was deferred until next meeting when those 2 people will be in position.
- The **Calendar Dates for 2014 Library Board Meetings** was deferred until December.

NEW BUSINESS None

OPEN DISCUSSION: None

MOTION TO ADJOURN at 7:40 PM was made by Bobbie and seconded by Sharon. M/C 5-0.

Respectfully submitted,

Sharon Sanders, Recording Secretary

NEXT MEETING: DECEMBER 10, 2013 @ 6:15 PM